

Title I Certified Staff, Paraprofessionals, & Staff Assignments Screen

May 2015



Resources...

- [Iowa Department of Education](#)
- [Title I - Iowa Department of Education](#)
- [Title I Reference Manual](#)
- [Title I Contact Information](#)

Agenda

- **Highly Qualified Requirements for Title I Reading teachers and Title I math teachers**
- **Definition of Paraprofessional**
- **Highly Qualified Requirements of Title I Paraprofessionals**
- **Paraprofessionals in Targeted Assistance Programs and Schoolwide Programs**
- **Split-funded personnel (teachers and/or paras)**
- **Completing the Staff Assignments Screen for the Title I application**

Highly Qualified Requirements Certified Teachers

Title I teacher licensure requirements

- **Title I Reading** teachers **must** maintain a reading endorsement
- **Title I Math** teachers - no additional endorsement required

Definition of Paraprofessional

For the purposes of Title I, Part A, a paraprofessional is an employee who provides **instructional support** in a program supported with Title I, Part A funds.

This includes paraprofessionals who

- provide one-to-one tutoring if such tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher,
- assist with classroom management, such as organizing instructional and other materials,
- provide instructional assistance in a computer laboratory,
- conduct parental involvement activities,
- provide support in a library or media center,
- act as a translator, or
- provide instructional support services under the direct supervision of a teacher [Title I, section 1119(g)(2)].

Definition of Paraprofessional – cont.

- Individuals who work in food services, cafeteria or playground supervision, personal care services, non-instructional computer assistance, and similar positions are **not** considered paraprofessionals under Title I.

Highly Qualified Requirements Paraprofessionals

Paraprofessionals must be highly qualified

- **Four ways** to meet the Highly Qualified definition
- Title I paraprofessionals whose duties include instructional support, must have
 1. completed two years of study at an institution of higher education; or
 2. obtained an associate's (or higher) degree; or
 3. met a rigorous standard of quality and be able to demonstrate, through a formal state or local academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics, or
 4. obtain voluntary Para educator certification through the Board of Educational Examiners.

Paraprofessionals

(- additional note)

- All Title I paraprofessionals must have a secondary school diploma or its recognized equivalent. This includes paraprofessionals who serve as translators or who conduct parental involvement activities.



Highly Qualified Requirements Paraprofessionals

- Paraprofessionals must be Highly Qualified upon employment – no exceptions

Questions about local assessment

Paraprofessional Assessment

- LEAs should carefully choose an assessment that will measure the knowledge of and ability to assist in instructing reading, writing, and mathematics (or as appropriate, reading readiness, writing readiness, and mathematics readiness). The criterion established for approval as a paraprofessional under No Child Left Behind Act must be rigorous and defensible. Examples of measures available to LEAs include Work Keys (which has been normed for paraprofessionals), Parapro Assessment from ETS, and COMPASS from ACT. The assessment chosen must ensure that more than just basic skills are being assessed.

Recommendation

- All LEAs should encourage their paraeducators to acquire Iowa's voluntary paraeducator certification offered through the Board of Educational Examiners, even those who have already been approved using an assessment. Federal funds, including Title I funds, can be used to assist paraeducators to complete this coursework.

Paraprofessionals - HQ

Targeted Assistance Programs or Schoolwide Programs

- Targeted Assistance Title I Buildings:
 - All **Title I funded** instructional paraprofessionals must be Highly Qualified (HQ)
- Schoolwide (SWP) Title I Buildings:
 - **All instructional** paraprofessionals regardless of funding source must be Highly Qualified
- New Schoolwide buildings must have all Highly Qualified paraprofessionals from the beginning of SWP
- Parents have the right to know the qualifications of paraprofessionals working with their child

Completing the Staff Assignments Screen

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District Year [Close Menu](#)

CH 10000 INDIANOLA COMMUNITY SCHOOL DISTRICT

Title I **Waiting District Final Approval**

Form Name	Status	Updated By	Updated
General Budget	Waiting District Final Approval	Geri McMahon	4/8/2015
Carryover Budget	Waiting District Final Approval	Geri McMahon	4/8/2015
Title I Assurances✓	State Final Approved	Susan Selby	4/3/2015
Selection of Schools✓	State Final Approved	Geri McMahon	4/8/2015
Homeless Education✓	State Final Approved	Geri McMahon	4/8/2015
Staff Assignments✓	State Final Approved	Geri McMahon	4/8/2015
Within District Targeting of Funds✓	State Final Approved	Geri McMahon	4/8/2015
Title I Narratives for Targeted Assistance ✓	State Final Approved	Geri McMahon	4/8/2015
Schoolwide Operating Programs✓	State Final Approved	Geri McMahon	4/8/2015
Upload parent policy and compact✓	State Final Approved	Geri McMahon	4/8/2015
Title I Equipment Inventory✓	State Final Approved	Geri McMahon	4/8/2015

SINA **Waiting District Final Approval**

Staff Assignments Screen

Staff Assignments

2014-2015

State Final Approved

SINA Schools (5)

Comments (0)

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Staff Funded by Combined General Budget and Carryover

Indicate Title I Staff, Only, for All Entries

This form should reflect the amount of staff funded from the combined current allocation and carryover allocation for all budgets.

	REGULAR TERM STAFF					
	PUBLIC		PRIVATE		SUMMER TERM STAFF	LOCAL NEGLECTED
	WHOLE NUMBER	FTE	WHOLE NUMBER	FTE	WHOLE NUMBER	WHOLE NUMBER
CERTIFIED TEACHERS	17	14.25	1	1.00	0	0.00
PARAPROFESSIONALS	12	9.42	0	0.00	0	0.00
SUPPORTIVE	0	0.00	0	0.00	0	0.00
TOTAL	29	23.67	1	1	0	0

TITLE I Paraprofessionals

TITLE I FUNDED BUILDINGS TOTAL NUMBER

SCHOOL WIDE

Total number of all paraprofessionals, regardless of funding stream, providing instructional services in Title I schoolwide buildings

51

TARGETED ASSISTANCE

Total number of Title I funded paraprofessionals providing instructional services in Title I targeted assistance buildings

12

Total Paraprofessionals

63

EDUCATIONAL LEVEL

Please enter the number of paraprofessionals broken out by level. The sum of the 'Educational Level' numbers should equal the sum of the two 'Funded Buildings' totals above.

NUMBER BY EDUCATIONAL LEVEL

Community College Associate Degree

33

Voluntary Paraeducator Certification

17

Two or more years of college

12

District determined assessment

1

Total By Educational Level

63

Targeted Assistance Programs (a quick review)

- Title I Teacher or Title I Paraprofessionals
 - Operate according to Title I regulations for the percentage of the day paid with Title I funds
 - Maintain “time sheet” for less than full time
 - Title I Teacher
 - Title I Reading teachers must maintain a reading endorsement
 - Title I Math no additional endorsement required
 - Combination
- Title I Paraprofessionals
 - Work with identified students
 - Work under direct supervision of a Title I teacher
 - Meet the “Highly Qualified” definition

Split Funded/Partial Funded Title I Personnel

- Time sheets or work logs are maintained for ALL staff paid from any federal source
- Document split funded or partial funded Title I positions on time sheets or work logs

Samples available in the Title I Reference Manual



For detailed information:

Title I Manual - Staff Assignments

[Title I Manual](#) - Certified Staff &
Paraprofessionals

Contact your Title I consultant

Title I Contact Information

- **Iowa Title I Office**

Grimes State Office Building
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Des Moines, IA 50319
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Website

- <https://www.educateiowa.gov/pk-12/title-programs/title-i/title-i-part>



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